



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

HOUSING PROGRAM ANALYST I	Class No. 003556
HOUSING PROGRAM ANALYST II	Class No. 003557
HOUSING PROGRAM ANALYST III	Class No. 003558
HOUSING PROGRAM ANALYST IV	Class No. 003548

■ CLASSIFICATION PURPOSE

To design, develop, implement, and evaluate existing and proposed low-income housing, community and/or economic development programs, and community development plans; individually housing urban development funded program based government assistance and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series report to a Chief, Housing and Community Development and are allocated only to the Department of Housing and Community Development. The Housing Program Analyst class series differs from other analyst classes by the specialized knowledge required of housing and community development and low-income housing programs, finance and real estate related matters.

Housing Program Analyst I:

This is the entry-level class in the Housing Program Analyst series. Under immediate supervision, Housing Program Analyst I incumbents learn to develop, implement, and evaluate housing and community development and low-income housing programs, and perform progressively more difficult and complex assignments under the guidance of higher Housing Program Analyst classes.

Housing Program Analyst II:

This is the journey-level in the Housing Program Analyst series. Under general supervision, Housing Program Analyst II incumbents independently develop, implement, monitor and evaluate housing and community development and low-income housing programs that are considered routine, work on progressively larger and more complex projects under the guidance of higher Housing Program Analyst classes.

Housing Program Analyst III:

This is the lead-level class in the Housing Program Analyst series. Under general supervision, Housing Program Analyst III incumbents independently implement and evaluate a wide variety of housing and community development and low-income housing programs that are sensitive in nature, have a significant impact to the public or community, and provide technical guidance to lower Housing Program Analyst classes.

Housing Program Analyst IV:

This is the supervisory-level and highest class in the Housing Program Analyst series. Under management direction, Housing Program Analyst IV incumbents independently research, design, develop, implement, monitor and evaluate the full range of housing and community development and low-income housing programs. This class independently performs work that has a significant impact on the public or community and provides supervision to subordinate classes. This class differs from the next higher class, Chief, Housing and Community Development in that the latter is responsible for directing, coordinating and managing the work of one or more departmental sections.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Housing Program Analyst I and II:

Essential Functions:

1. Identifies and analyzes property by reviewing factors such as geographic location, environmental impact, financial feasibility, government mandate compliance, and community support to determine suitability for lower income housing, community development and/or economic developments.
2. Collects, compiles, and analyzes cartographic, statistical, and narrative data.
3. Negotiates, prepares, administers, and monitors contracts.
4. Creates and maintains databases to monitor contract funding and expenditure standards including administrative expenditures related to direct/indirect expenses.
5. Prepares leases, bid proposals, payment schedules, and other documents.
6. Processes sites through land use and regulatory planning approvals and coordinates permit processing.
7. Monitors construction costing, disbursements, and inspections for pay draws.
8. Monitors work and project implementation of professional and technical consultants and grant recipients.
9. Negotiates and formulates real property acquisitions, financing agreements, and security agreements.
10. Prepares financial analyses, forecasts, and pro forma statements.
11. Prepares comprehensive multi-year plans, annual funding programs, grant applicants, technical reports and correspondence to federal and state agencies.
12. Drafts board letters for the Board of Supervisors recommending the creation or amendment of housing programs, including the reallocation of program funding.
13. Attends and/or staffs public meetings, committees, or regional strategic planning groups, including interdepartmental working groups.
14. Creates and maintains minutes for public meetings, committees, regional planning groups or interdepartmental working groups and develops responses to public issues.
15. Evaluates work processes and make recommendations for streamlining program operations.
16. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Non-Essential Functions:

1. Assists in the preparation of project development and construction budgets.

Housing Program Analyst III:

Essential Functions:

All the duties listed above and

1. Coordinates financial programs with lending institutions, investment banking firms, and bond counsel, building developers, and insurance companies.
2. Manages and coordinates project development and construction budgets.
3. Monitors construction costing, disbursements, and inspections for pay draws.
4. Reviews regulatory changes and make recommendations for changes to policies and/or procedures.
5. Provides technical guidance and training.

Housing Program Analyst IV:

Essential Functions:

All the duties listed above and

1. Supervises and evaluates performance of subordinate professional staff.
2. Works independently on the most complex and sensitive housing and community development program matters.
3. Prepares and recommends housing and community development policies, procedures, and guidelines to Chief, Housing and Community Development for review and implementation.
4. Analyzes and provides input to higher level management on proposed Federal, State, and local legislation related to housing, community development and/or economic development programs.
5. Acts as liaison with County departments, governmental agencies, and private organizations; make presentations on housing and community development and/or economic development matters to legislative and community groups.
6. Acts in the absence of the Chief, Housing and Community Development.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Program research and statistical analyses methods.
- Concepts of housing, community development and/or economic development including: land use, regulatory planning, community revitalization, socio-economic and legal considerations.
- Residential and/or commercial real estate acquisitions and security agreements and lending practices.
- Contract negotiation and administration.
- Telephone office and online etiquette.
- County customer service objectives and strategies.

Housing Program Analyst II, III and IV:

- Federal, State, legislative analysis and local housing and community development policies, programs, and regulations for lower income households.
- Real Estate development and finance.
- Tax-exempt mortgage and/or economic development revenue bonds.
- Grant applications, preparation, evaluation and recommendation of awards.

Skills and Abilities to:

The following apply to all classes:

- Evaluate existing and proposed low-income housing or economic development programs and community development plans.
- Monitor and coordinate work of professional and technical consultants.
- Analyze and prepare technical reports, financial and economic data, policies and recommendations.
- Read plans and specifications for structure/construction concepts.
- Perform statistical analysis.
- Establish and maintain effective and diplomatic working relationships with representatives from the public and private organizations engaged in housing finance and construction issues.
- Communicate effectively in oral and written form.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Housing Program Analyst III (in addition to the above):

- Develop, implement, and evaluate existing and proposed low-income housing or economic development programs and community development plans.

- Negotiate, formulate, implement, and monitor real property acquisitions, financing agreements, security agreements, and other housing-related contracts.
- Provide technical guidance to subordinate staff.

Housing Program Analyst IV (in addition to the above):

- Research, cost, design, and specify new programs.
- Supervise, train and evaluate subordinate staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Housing Program Analyst I:

1. One (1) year of professional experience in planning and developing local housing, community development and/or economic development programs; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration, urban studies/planning, or a closely related field; AND,
 - a) Six (6) months of professional experience in planning and developing local housing, community development and/or economic development programs; OR,
 - b) One (1) year of relevant professional level administrative, research, or analytical experience which included analytical studies and analyses with justifications and recommendations.

Housing Program Analyst II:

1. One (1) year of experience as a Housing Program Analyst I in the County of San Diego; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration, urban studies/planning, or a closely related field; AND,
 - a) Two (2) years of professional experience in planning and developing local housing, community development and/or economic development programs; OR,
 - b) Two (2) years of relevant professional level administrative, research, or analytical experience which included analytical studies and analyses with justifications and recommendations.

Housing Program Analyst III:

1. One (1) year of experience as a Housing Program Analyst II in the County of San Diego; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration, urban studies/planning, or a closely related field; AND three (3) years of professional experience in planning and developing local housing, community development and/or economic development programs.

Housing Program Analyst IV:

1. Two (2) years of experience as a Housing Program Analyst III in the County of San Diego; OR,
2. A bachelor's degree from an accredited college or university in business administration, public administration, urban studies/planning, or a closely related field; AND four (4) years of professional experience in planning and developing local housing, community development and/or economic development programs.

Note: A master's degree in business administration, public administration, urban studies/planning, or a closely related field may substitute for up to one year of the required experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 25 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange necessary and timely transportation for field travel, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens; field work to assess proposed sites.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period:

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: May 2, 1988
Revised: May 28, 2002
Reviewed Spring, 2003
Reviewed Spring 2004
Revised: June 13, 2006

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